

JAN KOWALSKI

PERSONAL DETAILS

Name

Jan Kowalski

Address

Birmingham, UK

Phone number

+44 1234 567890

Email

example@cvmaker.uk

EDUCATION

Bachelor of Science in Information

Technology, University of Manchester, 2015

SKILLS

- Server Management (Windows/Linux)
- Network Administration
- Security & Firewall Configuration
- Troubleshooting
- Backup and Disaster Recovery
- Hardware Maintenance
- Directory Management

TECHNICAL PROFICIENCIES

- **Windows Server Administration:** PowerShell, RDS
- **Linux Administration:** Bash, SSH
- **Virtualisation:** VMware, Hyper-V
- **Cloud Computing:** AWS, Azure

Qualified and seasoned IT Administrator with 7 years of experience effectively managing and optimising IT infrastructure. Creative problem solver with demonstrated ability to excel in IT administration roles. Excellent communication and leadership skills, adept at working with network and server administration, security, virtualisation, and cloud computing.

WORK EXPERIENCE

IT Administrator, IBM United Kingdom Ltd, 2022-Present

Lead a team of junior IT administrators and provided mentorship. Oversee the maintenance and upgrade of 200+ servers and network infrastructure. Implement security protocols, resulting in a 30% reduction in security incidents. Manage cloud infrastructure, optimising costs and performance on AWS. Conduct regular backup and disaster recovery testing to ensure business continuity

- Led a team of junior IT administrators and created onboarding documentation, including 3-month plans for starters.
- Reduced server downtime by 25% through proactive maintenance and upgrades.
- Implemented firewall improvements, reducing external threats by 20%.

Junior IT Administrator, Capgemini UK plc, 2016-2022

Assisted in network and server administration tasks, including user account management. Provided technical support to end-users, resolving hardware and software issues promptly. Contributed to the deployment of virtualisation solutions, reducing hardware costs. Assisted in cybersecurity measures, including firewall configuration and malware detection. Conducted routine maintenance and ensured optimal performance of IT systems.

- Gained hands-on experience in various IT tasks, including troubleshooting and system monitoring.
- Developed and presented a cybersecurity best practices workshop to 30+ participants.
- Developed database queries and reports and established guidelines, procedures, and training, resulting in improved network resource management, usage, and disaster recovery.

ADDITIONAL EXPERIENCE

- IT Intern, Tech Innovations Ltd, Birmingham, UK, 2016

COURSES AND CERTIFICATES

- VMware Certified Professional (VCP), VMware, 2023
- Certified Network Associate (CCNA), Cisco, 2022
- CompTIA Network+, CompTIA, 2021
- Azure Administrator Associate, Microsoft, 2020

LANGUAGES

- Polish - Native
- English - C1
- German - B2